

NOTE: Applicants should apply at Donner Center, using the Part-time application. Do not apply at the Personnel Department in City Hall.

**Columbus Parks and Recreation Department
Position Description**

Position Title: Custodian FFY
Department: Parks and Recreation
Supervises: 0 Employees

Posting Date: January 12, 2015
Reports to: Head Custodian FFY
Status: Part-time, FLSA non-exempt

Summary of Functional Responsibilities:

Works to maintain buildings, grounds and/or custodial for quality service to customers.

Specific Duties of the Position:

- Completes all work assigned
- Works with minimal supervision
- Performs all types of maintenance
- Performs all functions of preventive maintenance to insure continued successful operations
- Keeps good working relations with customers and fellow employees
- Must be able and willing to work weekends, holidays and overtime when needed
- Must have good driving record, and will have a criminal background check and pre-employment drug screen
- Must have good attitude and neat, clean appearance
- Perform all other duties as assigned

Education and Experience:

- High school diploma or equivalent
- Some hands-on experience preferred
- Understand facility and grounds maintenance
- Experience working with chemicals
- Good communication skills
- Valid Indiana driver's license

Judgment:

Work is at high degree of difficulty and diplomacy

Relationships Responsibility:

Must be able to work with customers and fellow employees to keep service at the highest standard possible

Working Conditions:

- Clean and normal
- Considerable physical effort
- Frequent exposure to weather, dirt and dust

Classification of Job: This is a year-round, part-time or seasonal position with no more than 1559 hours per year and does not provide any benefits.